

How to attach documents to Payment Request Form for NERO Vouchers On the Payment Request Form Step 1 (Summary Information)

The screenshot shows the 'Summary Information - Step 1 of 4' page of the Payment Request Form. At the top, there are navigation buttons: 'Exit', 'Save for Later', and 'Next'. Below this, the page title is 'Summary Information - Step 1 of 4'. There are several input fields for 'Business Unit' (set to 'COLUM'), 'Invoice Number', and 'Invoice Date'. A table with columns for 'Attachments (0)', 'Description', 'Cost Sub-Type', 'Misc Charge Amount', 'Freight Amount', and 'Total Amount' is visible. The 'Attachments (0)' link is highlighted with a red box. At the bottom, there are 'Exit', 'Save for Later', and 'Next' buttons.

You can add attachments to your payment request. Click the [Attachments \(0\)](#) link.

The screenshot shows the 'Payment Request Attachments' page. At the top, there are navigation buttons: 'Exit', 'Save for Later', and 'Next'. Below this, the page title is 'Payment Request Attachments'. There are several input fields for 'Request ID', 'Internal Reference', and 'Attachment Name'. A table with columns for 'Attachment Name', 'Attachment Type', 'Attachment Size', and 'Attachment Date' is visible. At the bottom, there is an 'Add Attachment' button and 'OK' and 'Cancel' buttons.

Use the [Payment Request Attachments](#) page to add attachments such as a copy of the invoice

Click [OK](#) button.